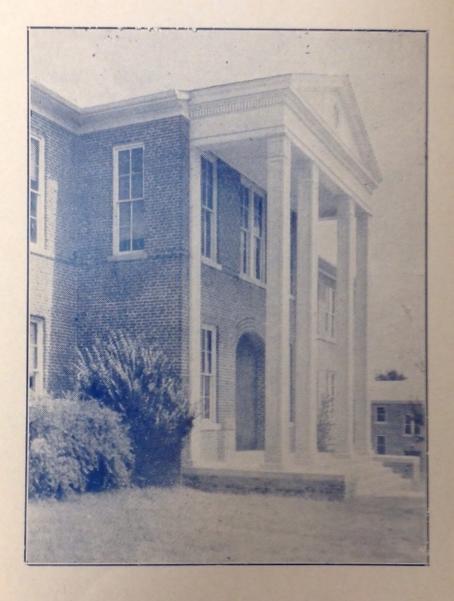
CONCENTRATED BUSINESS TRAINING

MR. ALLEN
MR. McCullouch
Miss Owen



Holmes Junior College

Goodman, Mississippi

HOLMES JUNIOR COLLEGE GOODMAN, MISS.

ADDRESS:

SEC. 562 P. L. & R. U. S. POSTAGE

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GOODMAN, MISS.

This course is designed for those who want only commercial work in order to prepare themselves quickly as private secretaries, stenographers, bookkeepers, accountants, clerical workers, filing clerks, and general office workers. The department of Commerce offers a varied, but well-balanced training program for beginning and advanced students. It provides more space, more equipment, and more instructors for the number of students in attendance than is ordinarily found in similar institutions. All instruction is personalized and permits individual advancement.

A certificate of proficiency will be awarded as soon as the student meets the requirements. The time required to complete these courses will depend entirely upon the ability of the student.

A charge of \$28.50 per month is made for the Commercial Course to students outside of Holmes and Carroll counties. \$23.50 per month to students living in those counties.

These prices include room, board, tuition and all fees.

A student may select ony one of the courses outlined or part of any one of the courses.

THESE COURSES BEGIN

JUNE * SEPTEMBER * JANUARY

Course Number 1 STENOGRAPHIC

Shorthand (Gregg)
Typewriting
Business English
Office Management
and Practice

Salesmanship
Business Law
Spelling
Office Machines
Filing

Course Number 2 BOOKKEEPING AND ACCOUNTING

Bookkeeping and
Accounting
Proprietorship
Partnership
Corporation
Bookkeeping Machine

Business English
Business Law
Typewriting
Spelling
Filing

Course Number 3 SECRETARIAL

Shorthand (Gregg)
Typewriting
Business English
Spelling
Filing

Office Management and Practice Business Law Salesmanship Office Machines

Course Number 4 GENERAL BUSINESS

Bookkeeping and Accounting Proprietorship Partnership Corporation Social Security Office Machines Shorthand (Gregg)

Typewriting Office Management and Practice Filing Business Law Salesmanship Business English Spelling

Course Number 5 COMBINATION MACHINE COURSE

Typewriting Mimeograph Mimeoscope

Machine

Burrough's Calculator Ten-Key Adding Machine Full Keyboard Adding Bookkeeping Machine

SUGGESTED SHORT COURSES

designed for those who have had some previous training in commercial work.

Course Number 6 GENERAL OFFICE

Shorthand (Gregg) Office Management Typing Business Correspondence and Spelling

and Practice Filing Office Machines

Course Number 7 SECRETARIAL

Filing

Shorthand (Gregg) Office Machines
Typewriting Business Correspondence and Spelling

Course Number 8 FILE CLERK

Filing Typing Shorthand (Gregg)

Course Number 9 BOOKKEEPING AND ACCOUNTING

Bookkeeping and Accounting Office Machines

Typing Filing Business Law

Course Number 10 TYPIST (Junior and Senior)

Typing Filing

Business Correspondence and Spelling

Course Number 11 STENOGRAPHIC (Junior and Senior)

Shorthand (Gregg)

Typing

Course Number 12 INSURANCE

Salesmanship and Practice Life Insurance

Property Insurance Office Management Investments and Investment Mathematics

Course Number 13 COURT STENOGRAPHY

Typing Business Law

Shorthand (Gregg) Business Correspondence and Spelling

Course Number 14 CALCULATOR COURSE

Electric and hand operated calculators 300 hours or approximately 8 weeks, of practice required to become an expert operator.

The method employed in teaching courses will be based on the process of "doing while learning."

